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| **Post Title:** | **Head of Subject MFL** |
| **Job Purpose:** | Ensure high quality teaching and learning, achievement and progress of students in the subject area.  Strategically lead and co-ordinate curriculum development. |
| **Responsible to:** | Principal through Director of Learning |
| **Responsible for:** | Ensure a clear shared vision for the development of outstanding teaching and learning and a culture of high expectations within relevant subject.  Raising standards across the relevant subject area.  Monitoring and evaluating the performance of the relevant subject area.  All academic provision and support to students within relevant subject area.  Ensuring consistency of school policies within relevant subject area. |
| **Liaising with (Working Relationships):** | Local Governing Body (as required)  Principal  Teaching and support staff  Senior staff  Directors of Learning  Heads of Geography across MAT academies |
| **Hours of Work:** | Full Time |
| **Grade and Range of Post:** | MPS / UPS + TLR 2 |
| **Current Base:** | George Eliot School |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | To ensure that all staff teaching in the relevant subject area are effective operationally in order that the Academy meets performance targets, and that individual students meet their personal targets.  To ensure that all staff teaching in the relevant subject area are supported to deliver according to the Academy’s vision, including those who are covering for an absent colleague.  To ensure that the classrooms in the relevant subject area are safe and secure environments.  To coordinate curriculum delivery within the relevant subject area.  Identify relevant development issues, and implement an appropriate action plan to ensure improvement within relevant subject area.  Evaluate the impact of all improvement activities on the quality of teaching and learning. Lead evaluation strategies within the relevant subject area which contribute to overall school self-evaluation.  To teach a given timetable in line with the teacher job description. |
| **Operational Planning:** | To use all relevant information/data to inform direction for improvement.  Guide subject staff in:   * Planning and delivering high quality lessons * Behaviours for learning * Effective marking and feedback * Homework   Monitor and evaluate assessment data within the relevant subject area to identify trends in student performance and progress, and issues for development.  Promote high expectations of students, identify appropriate attainment targets and ensure that agreed attainment targets are met within the relevant subject area.  Monitor student standards and achievement within the relevant subject area against annual targets with a focus on key groups – EAL, Most Able, Gender, SEN, and PP. |
| **Service Provision:** | Ensure staff teaching in the relevant subject area have the necessary resources and direction to deliver according to the Academy’s vision.  To appreciate and support the role of other professionals.  To be responsible for promoting and safeguarding the welfare of children and young people within the Academy.  Provide up to date and relevant data on performance  Ensure that all staff in the relevant subject area are able to use the performance information necessary for them to deliver service improvement in their own roles.  Work with the other Heads of relevant subject within the MAT to maximise opportunities for collaboration. |
| **Service Development:** | To seek continually to ensure value for money and performance improvement in Academy’s provision.  To develop the curriculum provision being mindful of national developments.  To be responsible for personal CPD and participate fully in training and development opportunities identified by MAT or as an outcome of performance management.  To keep the work of the relevant subject area constantly under review against key performance indicators:   * Academic performance * Parental complaints * Student behaviour indicators |
| **Staffing and Staffing Development:** | Act as a role model of good classroom practice for other staff in the relevant subject area, modelling effective strategies for them.  Monitor and evaluate the quality of planning in the relevant subject areas and provide constructive feedback.  Line manager all staff working within the relevant subject area.  Identify CPD needs within the relevant subject and contribute to internal CPD to deliver improvements in the relevant subject area as measured by performance targets.  Induct and support new staff in relevant subject area.  Work with the other Heads of the relevant subject area across the MAT to ensure that best practice is utilised to ensure consistency in high quality teaching and learning. |
| **Recruitment / Deployment of Staff:** | Support recruitment processes as required.  Support collaborative working across the MAT. |
| **Quality Assurance:** | Monitor and evaluate assessment data in the relevant subject area to identify trends in student performance and progress, and issues for development.  Continuously review provision in the relevant subject area against performance targets and value for money.  Monitor planning, curriculum delivery and implementation of schemes of learning.  Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary.  Ensure that own teaching is an exemplar of best practice for other staff.  Support the Principal in ensuring that Academy policies with the relevant subject area are followed by staff.  Identify good practice, areas for development and strategies for sharing and support. |
| **Management Information and Administration:** | Ensure all information required by the Director of Learning, senior staff and the Principal is produced accurately, timely and efficiently. |
| **Communications:** | Effectively communicate with parents and ensure that families are supported as active participants in their child’s education, through parent’s evenings, transition events and celebration events.  Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the Academy’s provision and support.  To ensure that all communications with service users demonstrate the values of the MAT.  To attend all meetings identified by the Director of Learning, senior staff and Principal and communicate the MAT vision effectively at meetings – both internal and external. |
| **Marketing and Liaison:** | Develop, nurture and maintain the positive image the MAT.  Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the MAT. |
| **Management of Resources (Other than People):** | Responsibility for the safe use and safe keeping of Trust resources. |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of the MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the MAT’s Performance Management Policy.  Perform any other reasonable duties as requested by the Principal. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | April 2017 |